

Personnel Committee Meeting  
Wednesday, January 11, 2012 4:30 PM

Central Office  
1519 10th Street  
Gering, NE 69341

## **Agenda**

1. Attendance
2. Early Graduation Request
3. Sick Leave Bank
4. Sick Leave Usage
5. Staff Health Insurance Taxes
6. NSEA Letter of Recognition
7. 2012-2013 School Calendar DRAFT
8. Old Business
  1. Status Update on Personnel Committee Goals
  2. Classified Evaluation Form
  3. Student Drug Testing
  4. Recognition of Principals at Negotiating Unit
  5. Bid Approval for HS Window Project
9. Adjournment

# Memo

**To:** Don Hague

**From:** Eldon Hubbard



**Date:** 12/9/2011

**Re:** Early Graduation Request

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I have received a request from Antonia Hale, a junior student, for early graduation from Gering High School.

I believe that all of the requirements, set forth in Gering Public Schools Board of Education Policy 611.08 - Early Graduation, have been met. She has the ability to compete all graduation requirements at the end of the current school year. After discussing the educational plan with her and her father, I believe she has a solid plan for her future.

I recommend she be allowed to pursue the plan to complete her high school degree requirements and graduate from Gering High School with the class of 2012.

**GERING PUBLIC SCHOOLS  
GERING, NE**

**EARLY GRADUATION**

A student who wishes to graduate from high school in less time than the ordinary eight (8) semester, grade 9-12 sequence, may request permission to complete graduation requirements on an alternate schedule.

The student and parents/guardians will consult with high school guidance personnel to develop a graduation plan. The student's intention to accomplish this shall be stated in writing to the principal. The student's parent or legal guardian must submit a letter in support of the student's request for early graduation, and such letter is to accompany the student's written request. The request letters to the principal are to be submitted no later than six months prior to the anticipated completion of the required high school program.

A student who graduates early must complete all graduation requirements established by the board. The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies. In all other school activities the early-out graduate will be treated as a graduated student.

It is recommended that when a student graduates early, the student either gets the diploma or a notice from the school district that the student has graduated. The board should determine in policy how an early graduate will be treated after the student graduates. The board should determine whether the early graduate will be allowed to participate in activities and, if so, which activities.

## Lisa Frahm

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**From:** Don Hague  
**Sent:** Thursday, December 29, 2011 12:53 PM  
**To:** Tim Meisner; Jerald L. Ostdiek (jostdiek@scottsbufflaw.com); Jody Miles  
**Cc:** Lisa Frahm  
**Subject:** FW: NSEA Letter  
**Attachments:** Recognition of Bargaining Unit - packet 12-29-11 Rev + 2012-2013 & 2013-2014 Recognition.docx

I received this and thought I needed to pass it along. Don

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**From:** Rex R. Schultze [<mailto:rschultze@perrylawfirm.com>]  
**Sent:** Thursday, December 29, 2011 12:25 PM  
**To:** Don Hague  
**Cc:** Gregory Perry; Terri Gibbs  
**Subject:** NSEA Letter

Don:

We have prepared the following documents to address the NSEA's request for recognition letter with regard to the 2013-2014 contract year. As we have addressed this issue, we have received questions which indicate that the omission by the NSEA of reference to the 2012-2013 contract year has created some confusion for districts that have not settled negotiations for the 2012-2013 school year. As such, we have provided in the attached documents the option of including recognition of and negotiation with the local union/association for the 2012-2013 contract year shown in "yellow" high light.

1. Letter for you to have your local association request recognition. Getting the association to sign this letter is the first step in the recognition process. We have prepared this letter form for two reasons. First, we question the authority of the NSEA to make the request on behalf of the local associations. Second, we wish to avoid disputes as to the make-up of the bargaining unit. If you local association objects to the wording in the request, a discussion can be had with the association leaders to attempt to resolve the dispute, before the matter is taken for approval by the Board.
2. A Motion for the Board to adopt to recognize the association as the exclusive bargaining agent.
3. The "footnoted and explained" version of the Motion. This document explains the effect of the Motion we have provided and gives suggestions on how you may wish to modify the Motion if the Motion does not reach the outcome your Board desires.
4. A Recognition form to send to the NSEA after the Board Motion has been approved. It is not mandatory to send this form to the NSEA, but doing so may keep them off your back.

5. A letter to send to your local association. As discussed with regard to the first document, the communications need to be between the Board and your association, not the NSEA.
6. The preamble to a negotiated agreement for the 2013-2014 school year. The preamble uses the same terms used in the Motion. It is provided so you do not unravel what you have done with the Motion by using different terms in your negotiated agreement. Note the same preamble should be used for the 2012-2013 contract year if not yet settled.

We hope you find the foregoing helpful in addressing this issue. If you have any questions, send us an e-mail or call at your convenience.

Sincerely,

Rex Schultze and Greg Perry

**Rex R. Schultze**  
**Perry Law Firm**  
**233 South 13th Street, Suite 1400**  
**Lincoln, NE68508**  
**(402)476-9200 Phone**  
**(402)476-0094 Fax**  
[rschultze@perrylawfirm.com](mailto:rschultze@perrylawfirm.com)

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LETTER REQUESTING RECOGNITION  
AS EXCLUSIVE BARGAINING AGENT

To: Board of Education of the [Insert School Name]  
From: [Insert School Name] Education Association  
Re: Recognition of the [Insert School Name] Education Association as exclusive bargaining agent  
Date: [Insert Date], 2012.

The [Insert School Name] Education Association (“\_\_EA”) requests that the school board of [Insert School Name] take action to recognize \_\_EA as exclusive bargaining agent for the District’s certificated employees as defined by Neb. Rev Stat. § 79-824, excluding administrators as defined in Neb. Rev Stat. § 79-101, for the [2012-2013 and] 2013-2014 contract year[s].

Sincerely,

\_\_\_\_\_  
\_\_EA President

## Motion that Includes Otherwise Excluded Positions

I move that the \_\_\_\_\_ Education Association be recognized as the exclusive bargaining agent for the [Insert School Name]'s certificated employees as defined by Neb. Rev Stat. § 79-824, as well guidance counselors, speech pathologists, and school psychologists, but excluding administrators as defined in Neb. Rev Stat. § 79-101, other than school nurses, who are included, for the 2013-2014 contract year.

If you choose to revise the language for reasons of transparency or to include otherwise exclude positions, the revised language should be used in the other documents we have provided with these materials (i.e. documents #s 1-2 and #s 4-6).

A second question is whether the description of the bargaining unit in our Motion is defensible in the CIR. We note that in the *Kimball* case (14 CIR 242 (2003)), the CIR held that the positions of nurses and counselors should be appropriately included in the unit with the teachers, as they have the same "community of interest" as teachers.

An argument in support of the defensibility of our description is that LB 397 supersedes the *Kimball* decision. The argument is that the excluded positions, such as nurses, no longer have the same "community of interest" as teachers because they are not subject to the special bargaining rules applicable to teachers.

In sum, we are recommending that careful consideration be given to which positions to include and exclude when the Board takes action to recognize the local association. We note further that care must be taken with the language in the resulting negotiated agreement so as to not inadvertently include those that are not and should not be part of the bargaining unit subject to such agreement.

Document #2

**MOTION**

I move that the \_\_\_\_\_ Education Association be recognized as the exclusive bargaining agent for the [Insert School Name]'s certificated employees as defined by Neb. Rev Stat. § 79-824, excluding administrators as defined in Neb. Rev Stat. § 79-101, for the [2012-2013 and] 2013-2014 contract year[s].

The above motion was duly passed at the board's \_\_\_\_\_ meeting.

\_\_\_\_\_  
President of the Board of Education  
[Insert Date], 2012

Document #3

**MOTION – Footnoted and Explained**

I move that the \_\_\_\_\_ Education Association be recognized as the exclusive bargaining agent<sup>1</sup> for the [Insert School Name]'s certificated employees<sup>2</sup> as defined by Neb. Rev Stat. § 79-824<sup>3</sup>, excluding administrators as defined in Neb. Rev Stat. § 79-101<sup>4</sup>, for the [2012-2013 and] 2013-2014 contract year[s].

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<sup>1</sup> Neb. Rev. Stat. §48-816(4) provides: When a public employee organization has been certified as an exclusive collective-bargaining agent or recognized pursuant to any other provisions of the Industrial Relations Act, the appropriate public employer shall be and is hereby authorized to negotiate collectively with such public employee organization in the settlement of grievances arising under the terms and conditions of employment of the public employees as provided in such act and to negotiate and enter into written agreements with such public employee organizations in determining such terms and conditions of employment, including wages and hours.

Neb. Rev. Stat. §48-818.01(2) provides: On or before September 1 of the year preceding the contract year in question, the certificated and instructional employees' collective-bargaining agent shall request recognition as bargaining agent. The governing board shall respond to such request not later than the following October 1. A request for recognition need not be filed if the certificated and instructional employees' bargaining agent has been certified by the commission as the exclusive collective-bargaining agent. On or before November 1 of the year preceding the contract year in question, negotiations shall begin. There shall be no fewer than four negotiations meetings between the certificated and instructional employees' collective-bargaining agent and the governing board's bargaining agent. Either party may seek a bargaining order pursuant to subsection (1) of section 48-816 at any stage in the negotiations. If an agreement is not reached on or before the following February 8, the parties shall submit to mandatory mediation or factfinding as ordered by the commission pursuant to sections 48-811 and 48-816 unless the parties mutually agree in writing to forgo mandatory mediation or factfinding.

<sup>2</sup> Neb. Rev. Stat. §48-801(1) provides: "Certificated employee has the same meaning as in section 79-824."

<sup>3</sup> Neb. Rev. Stat. §79-824(1) provides: "Certificated employee means and includes all teachers and administrators as defined in section 79-101, other than substitute teachers, who are employed one-half time or more by any class of school district."

<sup>4</sup> Neb. Rev. Stat. §79-101 provides the following definitions:

(9) Teacher means any certified employee who is regularly employed for the instruction of pupils in the public schools;

(10) Administrator means any certified employee such as superintendent, assistant superintendent, principal, assistant principal, school nurse, or other supervisory or administrative personnel who do not have as a primary duty the instruction of pupils in the public schools;

(12) Teach means and includes, but is not limited to, the following responsibilities: (a) The organization and management of the classroom or the physical area in which the learning experiences of pupils take place; (b) the assessment and diagnosis of the individual educational needs of the pupils; (c) the planning, selecting, organizing, prescribing, and directing of the learning experiences of pupils; (d) the planning of teaching strategies and the selection of available materials and equipment to be used; and (e) the evaluation and reporting of student progress.

## **Inclusion/Exclusion Results**

The result of using 79-824 to describe those within the bargaining unit, and of using 79-101 to describe those excluded, is that only teachers employed .50 FTE or more are included. Those specifically excluded are: (1) substitute teachers, (2) less than .50 FTE teachers, (3) school nurses, and (4) administrators. Depending on whether they “regularly” instruct students, the following positions are also excluded: (1) secondary media, (2) secondary guidance counselors, (3) school psychologists.

### **Issues**

The changes in the Industrial Relations Act by LB 397 (Laws of 2011) raise questions as to which certificated employees can be in a bargaining unit for certificated non-administrative employees and, thus, subject to the resulting negotiated agreement.

LB 397 carves out special bargaining rules for certificated employees. Accordingly, the sample Motion we have provided includes, within the bargaining unit, only those who are subject to the special bargaining rules.

One question is whether this is desirable. There are two concerns.

The first concern is that the language we have proposed could mislead people because it relies on statutes to define the positions that are included and excluded. If your Board wishes transparency, the Motion may be changed to read as follows:

### **Motion with Greater Transparency**

I move that the \_\_\_\_\_ Education Association be recognized as the exclusive bargaining agent for the [Insert School Name]’s certificated employees as defined by Neb. Rev Stat. § 79-824, which includes all non-substitute teachers, guidance counselors and media specialists who are employed in certificated positions at one-half time or more, but excluding administrators as defined in Neb. Rev Stat. § 79-101, which excludes the Superintendent, principals, and all other administrative employees, as well as school nurses, for the 2013-2014 contract year.

The second is that the language we have proposed may exclude certain positions that are currently in your association’s bargaining unit. Your Board may prefer to continue to include those positions in the bargaining unit. Inclusion of those positions may be desired for the reason of “keeping things as they are.” Inclusion may also be desired because, otherwise, the NSEA may act to form a separate association for the excluded positions (e.g. a separate association for school nurses, etc.). Or, the teacher’s association may file a petition with the CIR to seek a declaration that the excluded positions should be included in the bargaining unit. If your Board wishes to include certain positions that are currently in your association’s bargaining unit, the Motion may be changed. For example:

Document #4

LETTER TO LOCAL ASSOCIATION REGARDING  
RECOGNITION FOR THE [2012-2013 AND] 2013-2014 CONTRACT YEAR[S]

To: [Insert School Name] Education Association  
From: Board of Education of the [Insert School Name]  
Re: Recognition of the [Insert School Name] Education Association as exclusive bargaining agent  
Date: [Insert Date], 2012.

The Board of Education of [Insert School Name] (hereinafter "Board") hereby acknowledges receipt of the letter dated December 19, 2011, from the Nebraska State Education Association (hereinafter NSEA) requesting that the Board recognize the [Insert School Name] Education Association (hereinafter "\_\_EA") as exclusive bargaining agent for the [2012-2013 and] 2013-2014 contract year[s].

The Board approved the attached motion at the Board meeting on [Insert Date], 2012. The Board is prepared to meet and confer with the \_\_EA [on or before \_\_\_\_\_, 2012 with regard to terms and conditions of employment subject to negotiation under the Industrial Relations Act (Neb. Rev. Stat. § 48-801., et. seq.) for the 2012-2013 contract year], and on or before November 1, 2012 with regard to terms and conditions of employment subject to negotiation under the Industrial Relations Act (Neb. Rev. Stat. § 48-801., et. seq.) for the 2013-2014 contract year.

Sincerely,

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

**RECOGNITION REQUEST RESPONSE**

The school board has taken action to recognize the \_\_\_\_\_ Education Association as the exclusive bargaining agent for the [Insert School Name]'s certificated employees as defined in Neb. Rev Stat. § 79-824, excluding administrators as defined in Neb. Rev Stat. § 79-101, for the [2012-2013 and] 2013-2014 contract year[s].

The board's action on the recognition was taken at its \_\_\_\_\_ meeting.

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

Document #6

[PREAMBLE TO NEGOTIATED AGREEMENT FOR 2012-2013

PREAMBLE: This agreement is entered into by and between the Board of Education of [Insert Name of School District] School District and the [Insert Name of School District] Education Association (EA) effective for the 2012-2013 contract year. For purposes of this agreement, contract year shall be mean for compensation and benefit purposes the 2012-2013 fiscal year of the School District beginning September 1, 2012 and ending August 31, 2013, and for certificated employee employment purposes the 2012-2013 school year as set forth in the 2012-2013 school year calendar adopted by the Board of Education. Notwithstanding any of the provisions of this agreement, as used herein, the term teacher, certificated employee, or employee, means the [Insert Name of School District]'s certificated employees as defined by Neb. Rev Stat. § 79-824, excluding administrators as defined in Neb. Rev Stat. § 79-101”).]

PREAMBLE TO NEGOTIATED AGREEMENT FOR 2013-2014

PREAMBLE: This agreement is entered into by and between the Board of Education of [Insert Name of School District] School District and the [Insert Name of School District] Education Association (EA) effective for the 2013-2014 contract year. For purposes of this agreement, contract year shall be mean for compensation and benefit purposes the 2013-2014 fiscal year of the School District beginning September 1, 2013 and ending August 31, 2014, and for certificated employee employment purposes the 2013-2014 school year as set forth in the 2013-2014 school year calendar adopted by the Board of Education. Notwithstanding any of the provisions of this agreement, as used herein, the term teacher, certificated employee, or employee, means the [Insert Name of School District]'s certificated employees as defined by Neb. Rev Stat. § 79-824, excluding administrators as defined in Neb. Rev Stat. § 79-101”).]

John M. Guthery\*  
Thomas M. Haase  
James B. Gessford\*\*\*  
Rex R. Schultze\*\*\*  
Daniel F. Kaplan  
Gregory H. Perry  
Joseph F. Bachmann\*  
Riko E. Bishop  
R.J. Shortridge\*  
Jeanette Stull  
Corey L. Stull\*  
Joshua J. Schauer\*  
Shawn P. Dontigney  
Derek A. Aldridge\*\*  
Dyana Wolkenhauer



PERRY, GUTHERY, HAASE & GESSFORD, P.C., L.L.O.

Of Counsel  
Edwin C. Perry

Ernest B. Perry (1876-1962)  
Arthur E. Perry (1910-1982)  
R.R. Perry (1917-1999)

Admitted in Iowa  
\*\*Also Admitted in Kansas  
\*\*\*Also Admitted in Wyoming

### Perry Law Firm Bulletin

**From:** Gregory H. Perry and Rex R. Schultze  
**Date:** December 21, 2011  
**Re:** NSEA Request for Recognition Letter

Many of you either have or will shortly receive a "Request for Recognition" letter from the Nebraska State Education Association (NSEA). This letter references LB 397 (the new CIR law) and its negotiations timeline. The letter goes on to state in relevant part:

The first contract year to be negotiated under the new bargaining calendar is 2013-14, with bargaining commencing no later than November 1, 2012, and completed by February 8, 2013. Certificated employees must request recognition on or before September 1, 2012. However, given the extremely narrow window for negotiations under LB 397, in order to ensure that all of its local affiliates receive recognition in ample time for an orderly and thoughtful negotiations process, the NSEA will assist its affiliated local bargaining units with this recognition process for 2013-14 and future contract years.

Therefore, on behalf of NSEA's affiliate, [the \_\_\_\_\_] Education Association, the NSEA requests that the school board of the [\_\_\_\_\_ Public/Community] Schools take action to recognize [the \_\_\_\_\_] Education Association as exclusive bargaining agent for the district's non-supervisory certificated staff for the 2013-14 contract year. Please place this recognition request on the agenda for action at the board's next regularly scheduled board meeting.

Finally, it asks schools to complete a "RECOGNITION REQUEST RESPONSE FORM" that the NSEA has provided with the letter and to return it to the NSEA in a self-addressed, postage paid envelope.

In our opinion, there are critical timing, legal authority, and definitional issues implicated with this request and your response. First and foremost, we do not recommend using the NSEA's form. We have prepared a sample Motion to recognize the bargaining agent, with selected wording on who is within the bargaining unit. We have also prepared a sample recognition request response form, along with a separate letter. These documents are available to our school clients upon request.

Second, the exact timing of your response will be strategic. It is important to fully understand the new timeline and all of its important implications in your specific School District prior to responding.

Finally, our best advice is to consult with your attorney and develop a proper response for your situation as you approach these negotiations.

## Gering Public Schools 2012-2013

August 2012						
Sun	Mo	Tu	We	Th	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2012						
Su	Mo	Tu	We	Th	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2012						
Su	Mo	Tu	We	Th	Fri	Sat
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2012						
Su	Mo	Tu	We	Th	Fri	Sat
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2012						
Su	Mo	Tu	We	Th	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2013						
Su	Mo	Tu	We	Th	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2013						
Su	Mo	Tu	We	Th	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2013						
Sun	Mo	Tu	We	Th	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2013						
Sun	Mo	Tu	We	Th	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2013						
Sun	Mo	Tu	We	Th	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jul 16—Aug 3 Elementary Summer School  
 Aug 6-10 Registration begins for all new students  
 Aug 15 New Teacher Work Day/Orientation  
 Aug 16-17,20 Welcome Back All Staff In-Service  
 Teacher Staff Development/Work Day  
 Aug 20 Student Orientation Day grades TBA  
 Aug 21 First Day for High School/FA/7th Students  
 Aug 21 Kindergarten Orientation 9am to 11am  
 Aug 22 First Day for Kindergarten—6th & 8th grade  
 K-6 only early dismissal at 1pm  
 Aug 23 First full day for all K-6 students  
 Sept 3 LABOR DAY (NO SCHOOL)  
 Oct 19 Teacher Work Day (no school for all students)  
 End of 9 weeks (42 days)  
 Oct 22-24 Parent/Teacher Conferences  
 Oct 26 No school for students or teachers  
 Nov 21 Early Release  
 Nov 22-23 Thanksgiving Vacation  
 Dec 21 Early Release  
 End of 2nd 9 weeks (42 days)  
 Dec 24-Jan. 3 Holiday Break  
 Jan 4 No school for students/teacher work day  
 Feb 14-15 Winter Break—no school for students or teachers  
 Feb 18 No school for students (in service day)  
 Mar 15 End of 3rd 9 weeks (47 days)  
 Teacher Work Day  
 Mar 18-20 Parent/Teacher Conferences  
 Mar 22 No school for students or staff  
 Mar 29 Easter Break—no school for students or staff  
 Apr. 1 Easter Break—no school for students or staff  
 May 19 Senior Graduation at WNCC (2pm)  
 May 23 Last day for all students  
 End of 4th 9 weeks (43 days)  
 May 24 Teacher Work Day  
 May 28-29 Make up day (if needed)

### ELEMENTARY EARLY RELEASE

Every Wednesday August 22—May 15  
 Northfield Elementary—2pm  
 Lincoln Elementary 2:10pm  
 Geil Elementary 2:15pm  
 Cedar Canyon—2:25pm

### EARLY RELEASE at 1:00pm

Junior High/Freshman Academy/High School  
 September 19, October 17, November 14, January 16,  
 February 13, March 20 and April 17



**Our vision: All Gering Public Schools students will maximize their individual potential.**

**The mission of Gering Public Schools is to develop the academic, personal and social skills of all students and to prepare them to be productive, responsible**

Phone Numbers	
District Admin. Office	436-3125
Special Services Office	436-3125
Transportation/Warehouse	436-2754
Senior High School	436-3121
Junior High School	436-3123
Cedar Canyon Elementary	436-2004
Geil Elementary	436-2545
Lincoln Elementary	436-2350
Northfield Elementary	436-5555
Freshman Academy	436-4255
Early Childhood Program	632-8670

*Approved  
by the  
Board  
of  
Education  
\_\_\_\_\_, 2012*



First/Last Day of School



Teacher Staff Development/Work Day/No School for Students



No School for Students or Staff

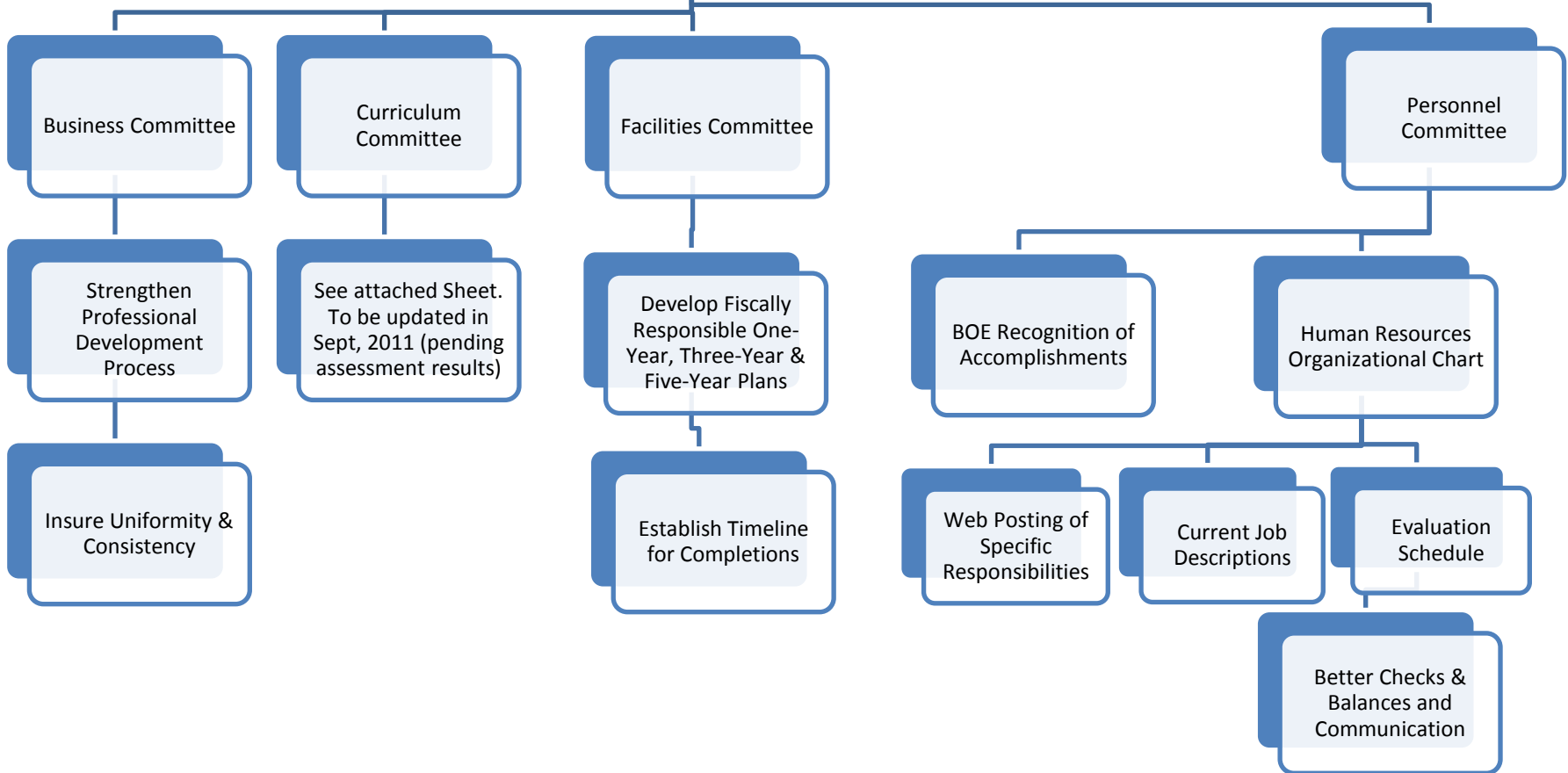


New Teacher In-Service



Orientation for Students

GERING PUBLIC SCHOOLS BOARD OF EDUCATION  
2011-2012



**Business Committee:**

Attachment #1 – Professional Development Request Form

GERING PUBLIC SCHOOLS						
INSERVICE/CONFERENCE/MEETINGS REQUEST FORM						
(Must be submitted 7 days prior to leaving for event.)						
Date Submitted:				School/Person Requesting:		
Title of Inservice/Conference/Meeting:						
Location of Meeting:						
Date(s) and Time(s) of Meeting:						
Are GPS students involved in this event?					<input type="radio"/> Yes	<input type="radio"/> No
Are substitutes needed?				<input type="radio"/> Yes	If Yes, how many?	<input type="radio"/> No
Is School Vehicle Needed:			<input type="radio"/> Yes	If yes, who is reserving car?		<input type="radio"/> No
			Departure Date & Time:			
			Return Date & Time:			

Is Lodging Needed:	<input type="radio"/> Yes	If yes, who is making reservations?	<input type="radio"/> No
	Name & Phone Number of Motel/Hotel:		
	Number of Rooms Needed:		
If School Credit Card Needed:	<input type="radio"/> Yes	If yes, which card?	<input type="radio"/> No
If school credit card is being used, remember to complete credit card requisition forms as required.			
Have funds been budgeted?	<input type="radio"/> Yes	If yes, which account?	<input type="radio"/> No
<b>APPROVAL:</b>			
Initial Request (Step #1)	Signature:	Date:	
Budget Code:			
If multiple codes, list the budget the funds will be dispersed from:			
Approval (Director/Principal)	Signature:	Date:	
Approval (Business Manager)	Signature:	Date:	
Approval (Superintendent)	Signature:	Date:	

Notes/Comments:		
Recorded:	Signature:	Date:

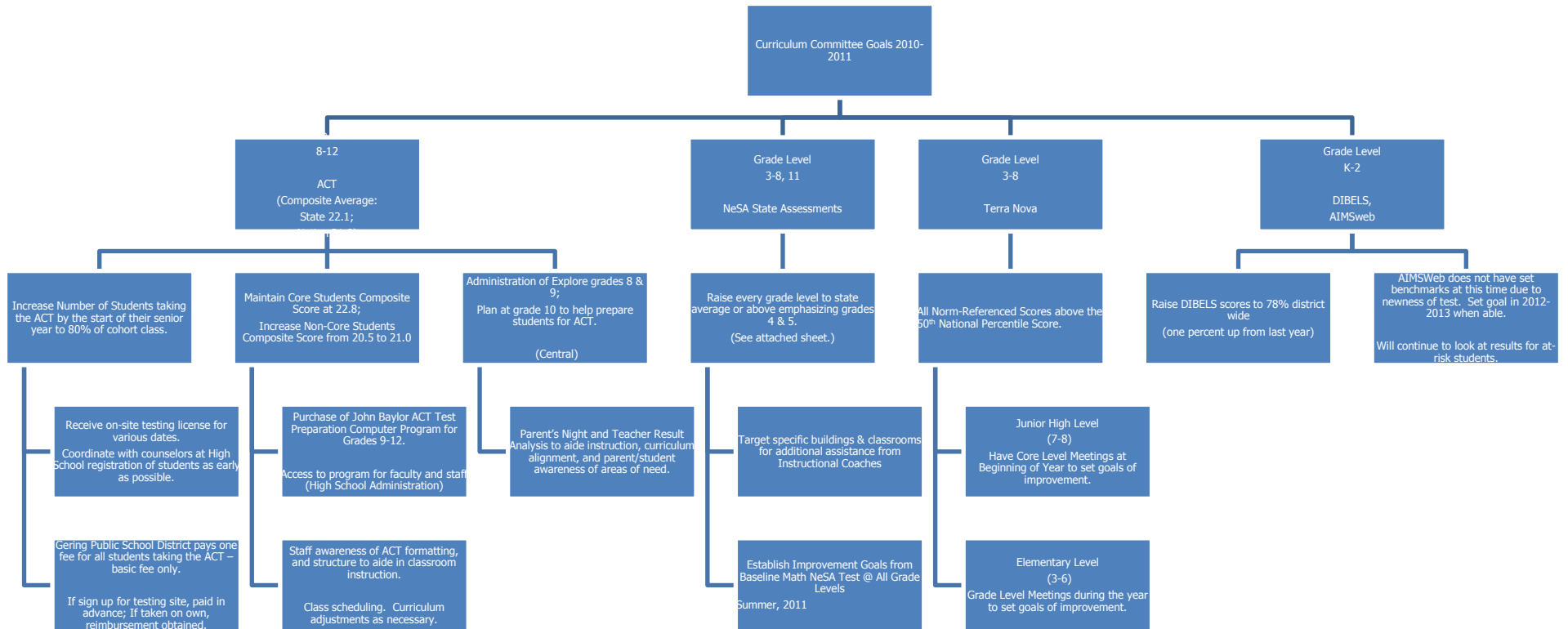
Expenses Worksheet					
					Total Costs
Mileage:	_____ miles @ \$_____ per mile				0
Lodging:	\$_____ per night for _____ nights				0
Meals:					0
Substitute Wages:					0
Registration Fees:					0
Miscellaneous:					0
		TOTAL ESTIMATED COST OF TRAVEL			0

<b>Expected Conference Outcome</b>
Describe the expected value of your attendance at this meeting--including specific plans that you have for sharing important ideas, information and/or skills when you return. Additional information such as brochures and/or websites may be attached.

List of Personnel Attending Conference

# Curriculum Committee:

## Attachment #2 – Curriculum Goals



**ACT, Explore, & Plan:**

Continue to update curriculum areas according to accepted plan:

2010-2011	K-6 Science	Rewritten
	K-12 Science	Alignment
2010-2011	K-6 Math	Implementation Monitoring

**NeSA District Performance Level Summary:**

<b>Grade Level</b>	<b>State</b>	<b>District</b>
Grade 3	67	69
Grade 4	70	66
Grade 5	67	64
Grade 6	68	68
Grade 7	69	69
Grade 8	70	74
Grade 11	68	77

Additional Services in Place that will be continued and emphasized with administration and staff:

- Inservice teachers regarding instruction, restrictions prior to testing.
- Special Education Modification awareness and utilization.
- Develop a testing schedule that is better for students and involves all teachers directly.
- Ensure ALL students are tested within testing window.
- Homeroom Wednesday for grades K-6 early release (instruction to standards not embedded in curriculum) will be individualized by students and/or groups rather than district wide.

**Terra Nova:**

Moved testing window to beginning of March to allow more concentration on the various tests.

## Personnel Committee:

### Attachment #3 – Evaluation Schedule

Month → Dept. ↓	October	November	December	January	February	March	April	May	June
Administrative Assistants		X				X			
Aides				X				X	
Custodial	X				X				
Food Service			X				X		
Maintenance	X				X				
Paraprofessionals				X				X	
Secretarial Staff		X				X			
Transportation			X				X		

Each department will have an initial review and final evaluation yearly. If personnel needs additional evaluations, they will be done as necessary throughout their work year.

**GERING PUBLIC SCHOOLS  
CLASSIFIED EMPLOYEE  
PERFORMANCE APPRAISAL PLAN**

Employee's Name

Position

Covering Period From   to,

Occasion for this Appraisal:

Annual

Transfer/Resignation of Employee (Optional)

Transfer/Resignation of Supervisor (Optional)

**INSTRUCTIONS**

The purpose of this Performance Appraisal Plan is to provide a guided method for reviewing how well the employee listed above is performing in his/her job, to review accomplishments since the last review, to appraise the employee's potential for greater responsibilities, and to discuss a plan that will encourage movement toward improved performance. This review shall occur at least once per year, and maybe more often as circumstances dictate, and shall be completed by March 1<sup>st</sup>. The supervisor shall discuss the Appraisal Plan with the employee, allow for employee response if necessary, and shall provide the original copy to the Central Office, the second copy to the supervisor and the third copy to the employee.

**EMPLOYEE COMMENTS**

I have had an opportunity to review and discuss the Performance Appraisal Plan.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

NOT OBSERVED	NEED TO IMPROVE	FAIR	SATISFACTORY	EXCELLENT
1	2	3	4	5
	Performance generally less than satisfactory. Falls below what is required on most aspects of the element. Improvement is necessary to meet the job requirements.	Performance generally satisfactory but sometimes falls below an acceptable level (below on some, but not on most) aspects of the element. Some improvement is necessary to meet job requirements.	Performance consistently good. Meets requirements of job on all aspects of the element. No performance problems or cause for concern.	Performance is consistently outstanding. Far exceeds requirement of job on most, but not all, aspects of the element. At a performance level where only slight refinement of skills is possible.

PERFORMANCE ELEMENTS	RATING	COMMENTS
Willing to put in extra time and effort		
Is appropriately groomed and dressed		
Interacts positively with students		
Maintains confidentiality		
Possesses knowledge of job required		
Is dependable		
Cooperates with supervisors		
Possesses good relations with co-workers		
Possesses good attitude on the job		
Possesses initiative and resourcefulness		
Observes the rules of the workplace		
Adjusts to conditions of work		
Is decisive		
Uses conservation/economy of materials		
Is accurate and thorough		
Completes work with neatness and acceptability		
Uses sound judgment		
Produces an adequate amount of work		
Completes work in a timely fashion		
Carries appropriate share of work		
Accepts constructive criticism		
Willing to take on additional responsibility		
Assumes the initiative to perform work		
Provides assistance to co-workers		
Demonstrates willingness to change assignments		
Is punctual		
Is regular in attendance		

Spell Checker  
**Blackboard**  
 Not Found connect

Don Hague  
GERING PUBLIC SCHOOLS

HELP | Behind the Blackboard | Account Info | Sign Out

Replace a Message

Options

Replace

Ignore

Learn

Suggestions

CR

T

N

Replace All

Ignore All

2 Select Contacts

3 Schedule Delivery

Confirm

Design Your Report

Record Your Messages

Back

Next

**Survey Question** - Enter the message you would like to deliver to a live person. Remember to include the question and instructions on which key to push (1-5) for each response.

Hello parents and staff, this is Don Hague, superintendent of Gering Public Schools. The board of education is considering implementing a Random Drug Testing Program for students involved in extra curricular activities beginning in the 2012-2013 school year. We have an important survey question to ask you, and your opinion will be considered in making this decision.

Do you support Gering Public Schools implementing a Random Drug testing program for the 2012-13 school year?

Press 1 for yes Press 2 for no.

Thank you

Secondary

send only to 7-12 parents

CLEAR

**Sample Live Delivery Script:**

Hello parents, this is (NAME), principal of (SCHOOL NAME) calling with an important announcement. This message is to introduce the Blackboard Connect service, our new school-to-parent communication service that will allow me to send periodic and personalized messages.

With the Blackboard Connect service, we will be able to deliver important school information in a timely manner. The Blackboard Connect service also supports my ability to reach you immediately in the event of an emergency.

To ensure the Blackboard Connect service is as effective as possible, please help us make sure we are communicating with the correct homes.

If you are a parent, student or employee at (SCHOOL NAME), please **press 1**.

If you are not a parent, student or employee at (SCHOOL NAME) and have received this message in error, please **press 2**.

Thank you.

**Answering Machine Message** - Enter the message that you will leave if your call reaches an answering machine.

Hello parents and staff, this is Don Hague, superintendent of Gering Public Schools. The board of education is considering implementing a Random Drug Testing Program for students involved in extra curricular activities beginning in the 2012-2013 school year. We have an important survey question to ask you, and your opinion will be considered in making this decision.

Do you support Gering Public Schools implementing a Random Drug testing program for the 2012-13 school year?

Press 1 for yes Press 2 for no.

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**Sample Answering Machine Script:**

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With the Blackboard Connect service, we will be able to deliver important school information in a timely manner. The Blackboard Connect service also supports my ability to reach you immediately in the event of an emergency.

If you have received this message in error and are not a parent, student, or employee at (SCHOOL NAME), please call our office at (SCHOOL NUMBER) to have your number removed from our records.

In closing, I want you to know that it is an honor and a privilege to serve as your child's principal and to be entrusted with your child's safety and education. There are so many exciting initiatives underway here at (SCHOOL NAME) and I look forward to keeping you involved through the Blackboard Connect communication system.

**BID TABULATION 1/6/12 @ 2:00pm**  
**GERING PUBLIC SCHOOLS WINDOW PHASE PROJECT**  
 Opening: Don Hague, Tim Meisner, George Schlothauer and Brian Sweeney

GENERAL CONTRACTOR	BASE BID	ADDENDA			REMARKS
Thompson Glass Scottsbluff, NE	\$ 190 500.00 Part A \$ 124 500.00 Part B \$ 66 000.00	(Total)			
Glass Masters Cheyenne, WY	\$ 185 139.00 Part A \$ 148 590.00 Part B \$ 36 549.00	(Total)			
	